

Officer Position Descriptions

Vice Chair: The Vice Chair serves a three year term – one year as Vice Chair, one year as Chair, and one year as Past Chair. The Vice Chair serves as Chair of the Elections Committee and is ultimately responsible for ensuring that the annual officer and general elections are carried out effectively and efficiently. The Vice Chair may also serve on other committees as necessary. The Vice Chair attends the monthly Executive Committee and General Body meetings as well as semi-annual meetings with the President of the University. Occasionally the Vice Chair will be asked to present at the New Orientation or the Executive Committee meeting when the Chair cannot. Overall, time spent on these duties is approximately ten hours or more per month depending upon the time of year and the frequency of special projects.

Secretary: The Secretary serves a one year term and is responsible for taking attendance and maintaining minutes at monthly executive committee and General Body Staff Council meetings. The Secretary reserves room for Executive and General Body meetings and orders lunch for General Body meetings. Lastly, the Secretary maintains and updates the distribution lists for Staff Council. Overall, monthly time spent on these duties is approximately eight to ten hours.

Treasurer: The Treasurer serves a one year term and is responsible for managing the two Staff Council accounts (Staff Council General & Newwood) held within the President's Office. Duties include pulling monthly fiscal reports from Data Warehouse ; reviewing accounts for corrections and completing the necessary forms to make the corrections; serves as a resource and advisor on University financial policy and compliance: providing comprehensive monthly reports at the Executive Committee and General Body meetings (including all expenditures, credits, and balances); managing monthly expenditures related to Staff Council business; providing quarterly fiscal reports to be sent to the President's Office (June, August, December, & February); taking the lead on the annual budget process for the Staff Council budgets and working with the Executive Committee in creating committee budgets for the following fiscal year (due in December) by providing prior proposed budgets and actual expenses/credits.

The Treasurer should have access to Oracle & Data Warehouse (and complete all trainings needed for these accesses). If the elected Treasurer does not have access, then the process of obtaining access (trainings, etc.) should start in April for an August start. Overall, time spent on these duties is approximately 10 hours or more per month depending upon the time of the year and the frequency of special projects.